

## **INDIANA STATE POLICE LABORATORY**

**SUBJECT:** Biological Item Submission Protocol

### **PURPOSE**

To allow the Laboratory to better manage available resources through limiting the number of items of biological evidence submitted for analysis.

### **POLICY**

A tier evidence approach shall be utilized for forensic biology case submissions.

### **PROCEDURE**

1. The number of items of evidence accepted by the Laboratory shall be limited depending on the nature and type of case submitted.
  - a. Additional items may be accepted at the time of the initial submission only after consultation with the investigator.
  - b. Consultation may be in person, email or phone call.
  - c. At the Indianapolis Regional Laboratory, a Biology Supervisor shall approve exceptions with notification to the Laboratory Manager and Evidence Clerks.
  - d. At the Evansville, Fort Wayne and Lowell Regional Laboratories, the Laboratory Manager shall approve exceptions, understanding that a consultation with a Biology Analyst or Supervisor is recommended.
  - e. When appropriate, the prosecutor should be included in item submission decisions.
2. **TIER ONE SUBMISSIONS** (without consultation)
  - a. Homicides
    - 1). Up to 10 items
    - 2). Appropriate DNA standards
  - b. Sexual Crimes
    - 1). Sexual Assault Kit and appropriate DNA standards
    - 2). If no Sexual Assault kit: Up to three items and appropriate DNA standards

- c. All Other Crimes Against Persons
  - 1). Up to four items
  - 2). Appropriate DNA standards
- d. Property Crimes
  - 1). Up to two items
  - 2). Appropriate DNA standards
- 3. Additional appropriate DNA standards may be submitted at any time.
- 4. If meaningful information is obtained from the tier one submissions, no further submissions shall be accepted without approval of the Laboratory Manager and/or Biology Supervisor.
- 5. TIER TWO SUBMISSIONS (Consultation with the case analyst is required. If the analyst is not available, a Biology Unit Supervisor shall be contacted.)
  - a. Homicides - Up to 10 additional items
  - b. Sexual Crimes - Up to three additional items
  - c. All Other Crimes Against Persons - Up to four additional items
  - d. Property Crimes - Up to two additional items
- 6. If no meaningful information is obtained from the first and second tier submissions, a conference including at a minimum the investigator and the case analyst with a Laboratory Manager and/or Biology Supervisor shall be necessary before any further submissions. The prosecutor shall be included as appropriate.
- 7. All submissions after the first tier shall be assigned to the first tier case analyst immediately upon submission.